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26 January 1978

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MEMORANDUM FOR THE RECORD

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FROM : [redacted]
Systems Analyst, MPB

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SUBJECT: Meeting to Discuss Proposed Consolidation of Micrographics

1. On 23 January, [redacted] met with [redacted] to discuss the DDA proposal to consolidate Agency micrographic production in P&PD/OL. This meeting was held at the request of [redacted] to permit OCR to iterate its attitude towards the proposal, which is now before the EAG.

2. [redacted] opened the discussion by stating the position of OCR: the existing distributed micrographics production function operates well, under the overall guidance of P&PD, and should be allowed to continue. Subsequent discussion, as detailed below, consisted of discussion of the specific advantages and disadvantages to be gained through P&PD consolidation.

Quality - [redacted] believes that consistent technical quality of microforms can be only achieved through a centrally-directed production process. [redacted] responded that the satellite operations and multi-shift environment proposed would lead to just as many variations as at present. In addition, he suggested that in the present environment OCR would welcome P&PD guidance as to Agency quality goals.

Duplicate Filming - [redacted] addressed the issue of duplicate filming of certain materials, e.g., finished intelligence. [redacted] responded that current efforts and new procedures have already greatly reduced this duplication. Further coordination through ISAS/MPB can reduce this duplication to the point where it disappears as a problem.

ADSTAR - A great deal of discussion centered on the possible impact of ADSTAR on a centralized operation. [redacted] discussed the possible catastrophic effects of a reorganization of activity upon the ADSTAR contract. In addition, he described the substantive benefits to be achieved through OCR control of both the input and output functions of ADSTAR. [redacted] agreed that it would be in the best interest of

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ADSTAR for OCR to control the input process. He further agreed that the current distributed system permits each facility to respond to their unique requirements, and set their own priorities. [] suggested that future studies should emphasize these unique requirements, and not brush them aside as did the 30 September '77 proposal.

Initiatives - [] postulated that a central micrographics STAT activity would not permit users to adequately initiate new micrographics activities. The example of ADSTAR, which was basically initiated on the working level of OCR, was used as an example. [] then suggested that the Systems Staff of P&PD and MPB of STAT ISAS be merged, to permit better coordination between the two activities. [] rebutted that the interaction between the STAT two staffs was already excellent.

Personnel - Detailed discussions centered around possible manpower savings to be gained through the proposed consolidation. [] reiterated his corrections to the data presented in the STAT proposal. [] continues to be unwilling to accept the STAT revised information as fully valid. The problem of computing part-time staff, and those dividing their time between micrographics and other duties further complicates agreement.

[] again emphasized that the proposal overstated OCR STAT manpower resources by seven full-time plus two part-time employees. In addition, the proposal unrealistically proposes that one maintenance person could service all of the centralized activities. At least two additional staff members should be added.

[] stated that manpower savings were at the heart of the STAT proposal. He gained general agreement amongst those present that any consolidation must permit substantial savings of personnel in order to gain the support of top management. [] then stated STAT that the overstatement of OCR manpower, plus the future savings of manpower due to ADSTAR, added to other possible inaccuracies in the proposal, would wipe clean any significant savings.

3. [] will pull together the results of the meeting to STAT present to the EAG Committee. Additionally, he will arrange to have [] STAT conduct a briefing on ADSTAR for interested parties.

[] STAT

cc: D/OCR; C/DSG; C/SSD;
C/MPB; [] O/COMPT

SSD/MPB/ []

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